



JOB DESCRIPTION

Title: **CITY ATTORNEY**
Department: Attorney
Class Code: 1150
FLSA Status: Exempt
Effective Date: July 1, 1982 (Rev. 06/2011)
Grade Number: 35

GENERAL PURPOSE

Reporting to Mayor and City Council, performs professional legal research in and administration of the department of the Murray City Attorney's Office.

EXAMPLE OF DUTIES

- *-- Supervises, hires, trains, evaluates and disciplines support staff.
- *-- Prepares all ordinances and resolutions for the City, various boards, commissions and agencies; performs legal work in behalf of Murray City; represents the City in actions charged by the City.
- *-- Holds responsibility for all legal work in the Power and Public Services Departments for programs, rate structures, contract preparation; represents the power and public services departments in acquiring easements, wells, etc.
- *-- Acts as principal negotiator on all City contracts; serves as general counsel to the Murray City Council and to all City departments, boards, and commissions on legal matters; prepares formal opinions upon request.
- *-- Provides information to the public; receives public complaints.
- *-- Advises the Mayor on legislative issues and legal concerns.
- *-- Conducts internal investigations regarding misconduct or criminal activities of City officials or employees.
- *-- Conducts hearings regarding revocation of beer and business licenses; investigates and provides recommendations.

- *-- Prepares manual projects for the City Attorney department.
- *-- Defends and represents City and all of its departments in all legal actions.
- *-- Participates on Risk Management Committee and oversees adjustments applied to claims brought against the City.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduated from an accredited law school with a JD degree and eight (8) years of practical experience in a legal capacity. At least five (5) years must have been legal practice in a municipal organization OR any equivalent combination of education and experience.

Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.

Necessary Knowledge, Skills and Abilities

- Working knowledge of federal, state, and municipal law and legal terminology with emphasis on municipal law; working knowledge of city organizations and specific legal aspects regarding those departments.
- Skill in writing; skill in absorbing raised issues and evaluating conflicting contentions.
- Ability to communicate effectively verbally and in writing; ability to apply very general arguments to specific instances.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

* Essential functions of the job.